



Dear potential YES participant:

Thank you for your interest in the **Summer 2014 Youth Engaged in Service (YES) Program**! There are several benefits to volunteering, and we look forward to exploring your interests with you; volunteers are a unique and critical part of Seattle Parks and Recreation. We will work with you to find a placement that best meets your needs and goals and ensure your volunteer experience is meaningful and rewarding. *While it is a priority to place volunteers in a location near their home, we cannot guarantee that we will be able to do so.*

YES Program Dates:

- April 11: YES applications available
- May 14: Deadline for applications
- June 4, 5, 6, 7: Informational interviews
- June 13: Notifications mailed out
- July 2: Orientation
- July 7: First day of YES program
- End of July (date TBD): YES mid-session event
- August 15: Program ends, last day at site, and reflection project is due.
- August 20: Celebration event at Camp Long

Please note that YES is a six week summer program open to teens between the ages of 13 and 18 years of age. All volunteers are required to complete 120 volunteer hours to receive the stipend. Of that 120, **60** of those hours qualify as service hours. You may be able to use these hours towards your school's service learning/community service graduation requirement. Make sure to check with your school administrators; **in most cases, hours completed prior to entering 9th grade do not qualify for the Seattle Public School's service learning requirement for high school graduation.**

What do YES volunteers do? Teens will be placed at various Seattle Parks and Recreation parks, programs, and facilities - paired with an adult mentor. Previous placements have included: front desk/office assistant at community centers, sports camp aide, outdoor restoration, swim aide, and TATU (Teens Against Tobacco Use) Presenter. In addition to the time requirement, YES volunteers are required to turn in a signed timesheet and complete a reflection project. Volunteers, who complete all 120 hours, turn in necessary paperwork and project, can receive a \$150 stipend after the program. **No partial stipends.**

Eligibility Requirements:

- Must be between the ages of 13 and 18 as of 07/7/2014
- Must live within Seattle city limits
- Provide documentation for eligibility to work in the United States (**Social Security # / Alien ID #**)
- Students are responsible for planning their own transportation.
- Students must be available to work 120 hours between 7/7 and 8/15, during host site's business hours. *Extended vacations and other obligations may exclude you from eligibility.*
- Application must be sent with the Letter of Recommendation (and request form). We will not accept them separately.

Please send your application as soon as possible. Applications with the letter of recommendation must be in staff hands no later than Wednesday, May 14, 2014, by 5pm. Applications can be dropped off or mailed to the address located on the last page of the application (NOT postmarked by May, 14, 2014). Emailed or faxed applications will NOT be accepted. We do not accept any late or incomplete applications. No exceptions.



Please note that you will not be contacted if your application is incomplete in anyway.

If you have any questions, please don't hesitate to contact: **(206) 684-4575**

Seattle Parks and Recreation values the dedication and many hours of service volunteers give each year. We thank you for your interest in being a part of YES – we are excited for another amazing and fun summer!

Sincerely,

YES Staff

Teen Programs (teen.programs@seattle.gov) / (206) 684-4575

How to determine if your address fits our eligibility requirements

If you live in unincorporated Seattle and attend a Seattle Public School **or** if you live in unincorporated Seattle and qualify to attend a Seattle Public School you are eligible to apply. Use the tool below to determine if you are eligible to attend a Seattle Public School (SPS).

Go to the SPS website <http://www.seattleschools.org/>. From the tool bar at the top of the homepage select “**Schools**,” then click on “**Enrollment**” from the dropdown list. On the next page in the left column click the link for the “**Address Lookup Tool**.” Enter your address to check if you are eligible to attend a Seattle public school. If there are Seattle public schools listed, then you are eligible to apply to the YES program. If the address is not found, you are not eligible.

PLEASE RETURN TO:
Seattle Parks and Recreation
Attn: YES Office
100 Dexter Ave N. Box #4
Seattle, WA 98109

APPLICATIONS DUE WEDNESDAY, MAY 14, 2014, by 5PM

(RECEIVED by 5PM, not postmarked by. NO EMAILED applications accepted!)

Incomplete, late applications or applications missing a letter of recommendation will not be considered.

TEEN CHECK LIST:

- ☐ All 3 pages of the 2014 YES Volunteer Application (*please keep THIS page for your reference – it has all of the program information and important dates*)
- ☐ Letter of recommendation (*with the request form*). Letters can be from teachers, coaches, counselors, etc. *Letters cannot be submitted by members of your family, and must be submitted WITH your application.*
- ☐ All questions answered to the best of your ability
- ☐ Applicant signature on application
- ☐ Parent/guardian signature on application (if under 18)

We encourage you to make a copy of your application for your records before submitting!

THIS IS NOT A LETTER OF RECOMMENDATION; IT IS JUST A REQUEST TO GET ONE.

Letter of Recommendation Request

Please return this page with your letter of recommendation.

[Applicant name] _____ is applying to participate in the 2014 Youth Engaged in Service Program and must submit a Letter of Recommendation to complete the application process. You are being asked to submit a letter on behalf of this candidate.

“The Youth Engaged in Service (YES) Program is a volunteer program for Seattle based youth between the ages of 13 and 18. Participants will volunteer for six weeks from July 7th to August 15th for a total of 120 hours in a Seattle Parks and Recreation program or facility or community based organization. Sixty hours of the required 120 may be used towards the Seattle public high school service learning graduation requirement with proper pre-approval from the school. As recognition for their efforts, YES volunteers can receive a \$150 stipend for the remaining 60 hours at the conclusion of the program. YES volunteers must complete all 120 hours and necessary paperwork to be eligible for the stipend (which cannot be pro-rated).

The YES Program is a great way to gain job skills and work experience, become more involved in your community, stay active throughout the summer, learn more about Seattle Parks and Recreation, and make new friends!”

Please write your letter based upon your knowledge of the applicant’s work ethic, reliability, how they take direction, their ability to work both in a group and independently, any special skills they possess and how you think the applicant will benefit from the program & why it would benefit us to accept them.

Please limit your recommendation to one (1) page.

Letters of Recommendation can be provided from school teachers, counselors, coaches, religious leaders, neighbors, former or current bosses, etc. **Letters of Recommendation cannot be written by family members.**

All recommendations **must be submitted with the YES application, by Wednesday May 14, 2014, 5PM (received by, not postmarked by).** Letters received via e-mail or fax WILL NOT be accepted.

Letters of Recommendation received separate from the YES application will not be accepted and the application will be considered incomplete and will ineligible to participate in YES. Very important!

PLEASE PRINT CLEARLY

Applicant name: _____

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

Your (the Recommender) contact information

Name: _____

Phone: _____

Email: _____

APPLICATIONS MUST BE IN STAFF HANDS BY: WEDNESDAY MAY 14, 2014, by 5PM

Seattle Parks and Recreation

Attn: YES Office

100 Dexter Ave N. Box #4

Seattle, WA 98109

(RECEIVED by 5PM, not postmarked by. NO EMAILED applications accepted!)



2014 SUMMER YES VOLUNTEER APPLICATION

****Note – must be a resident of the City of Seattle to participate in this program**



INCOMPLETE or EMAILED APPLICATIONS WILL NOT BE REVIEWED.

Youth must fill out the application.

ALL QUESTIONS REQUIRE AN ANSWER - PLEASE PRINT LEGIBLY, WITH A PEN.

Name: _____
First Last Middle Initial

Address: _____ Apt#: _____

City: _____ State: _____ Zip: _____

Home Phone: () Alternate Phone: ()

Email Address: _____ Male: ☐ Female: ☐ Other: ☐

School: _____ Age: _____ Date of Birth: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Phone: () First Last Alternate Phone: ()

Parent/Guardian Email Address: _____

If you need more room for your answers please continue on additional paper making sure to reference the question.

Why do you want to participate in the YES program? _____

Skills and Experience

Please list activities and any honors you've received or leadership roles you've held.

Work or volunteer experience (Computers, answering phones, filing, childcare, etc.) **Activities** (Clubs, sports, etc.) **Other certifications, awards and honors** (Honor Roll, CPR/First Aid, Babysitting certificate, etc.):

Please turn over

What personal strengths will you bring to this program?

Special skills/ interests

Please mark all of the following special skills that you possess or are interested in developing:

(in numerical order, with "1" being your top choice)

Answering phones: _____	Strong swimming skills: _____
Microsoft Office programs: _____	Working outdoors: _____
Typing/Data entry: _____	
Filing: _____	Other: <input type="checkbox"/> _____
Computer hardware/programming: _____	Other: <input type="checkbox"/> _____
Web design: _____	Other: <input type="checkbox"/> _____

Placement Location

Although we cannot guarantee placement close to where you live, please specify which areas in Seattle you can easily get to:

Northwest Seattle <input type="checkbox"/>	Southwest <input type="checkbox"/>
Northeast <input type="checkbox"/>	Southeast <input type="checkbox"/>
Central East <input type="checkbox"/>	Downtown/International District <input type="checkbox"/>
Central West <input type="checkbox"/>	

Availability:

Please list any commitments or activities you have planned between 7/7/14 and 8/15/14 that would limit your availability to volunteer. *This includes vacations, camps, sports team practices, summer school, another job, etc.* Please note the dates and times of these commitments below:

Total number of weekdays you plan to miss between 7/7 and 8/15: _____

Average number of hours per week you will be obligated to other activities: _____

Is there any other information you think we should know about you?

If accepted into the YES Program, you will be expected to participate in all program functions, including orientations, workshops, service days, the recognition celebration, submit all required paperwork, as well as adhere to all appropriate uniform guidelines, workplace expectations, and honesty policies.

Applicant Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____